

G.A.R. 14-A [See Rules 66(1) & 90(1)(i)]

Sub-bill No

दौरे के लिए यात्रा भत्ता बिल

Travelling Allowance Bill For Tour

NOTE—This bill should be prepared in duplicate, one for payment and one for record.

NOTE—This bill should be prepared in duplicate—one for payment and the others as office copy
भाग क (सरकारी सेवक द्वारा भरा जाना है) **PART-A (To be filled up by Government Servant)**

1. नाम/Name

2. पदनाम/Designation 3. वेतन/Pay

4. मुख्यालय/Headquarters

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Name of BANK & Branch :

IFSC Code of BANK

Account No

5. की गई यात्रा/ यात्राओं के ब्यौरे और प्रयोजन/Details and purpose of journey(s) performed.

यात्रा की रीति/Mode of journey:-

(क) कार्यालय द्वारा व्यवस्थाकृत विनिमय वाउचर

(a) Exchange voucher arranged by office

(ख) द्वारा व्यवस्थाकृत/टिकट/विनिमय वाउचर

(a) Ticket/Exchange voucher arranged by

हाँ / नहीं

Yes/No

रेल/Rail

(क) क्या यात्रा मेल/एक्सप्रेस/सामान्य गाड़ी से की गई ?

Whether travelled by Mail/Express/Ordinary train?

हाँ / नहीं

Yes/No

(ख) क्या वापसी टिकट उपलब्ध था ?

Whether return ticket available ?

(ग) यदि उपलब्ध था तो क्या वापसी टिकट खरीदा गया ? यदि नहीं तो कारण बताएँ।

If available, whether return ticket purchased? If not, state reasons:

(iii) सड़क/Road

उपयोग में लाए गए वाहन का प्रकार, अर्थात् सरकारी परिवहन द्वारा/टैक्सी द्वारा, किसी बस या अन्य लोक वाहन में एक साथ लेकर/किसी अन्य सरकारी सेवक के साथ मिलकर गाड़ी में, उसी की या किसी व्यक्ति की, वह विनिर्दिष्ट किया जाए।
Mode of conveyance used i.e. by Govt. transport/ by taking a taxi, single seat in a bus or other public conveyance/by sharing with another Govt. servant in car belonging to him or to a third person, to be mentioned.

7. विराम स्थल से निम्नलिखित कारण से अनुपस्थित रहने की तारीख Date of absence from place of halt on account of :-

(क) आर.एच. व सी.एल./ R.H. and C.L.:-

(ख) रविवार और अवकाश दिनों को प्रस्तुत, शिविर में न रहना।

(b) Not being actually in camp on Sunday and holidays.

8. यह तारीखें 'जिनको राज्य या राज्य निधि से वित्त परेशित किसी संगठन द्वारा मुफ्त भोजन और/या आवास उपलब्ध किया गया:-
Dates on which free board and/or lodging provided by the state or any organisation financed by State funds

(क) केवल भोजन/Board only

(ख) केवल आवास/Lodging only

(ग) भोजन और आवास/Board and logging

9. ऐसे मामलों में जिनमें होटलों/अनुसूचित टैरिफ पर रुकना और/तो मास या जमा करने वाले अन्य स्थापकों में ठहरने के लिए उच्चतर दर पर दैनिक भत्ता का दावा किया जाता है, होटल रसीद आदि के साथ प्रस्तुत की जाने वाली विशिष्टियाँ-
Particulars to be furnished alongwith hotel receipt etc. in cases where higher rate of D.A. is claimed for stay in hotel other establishments providing board and/or lodging at scheduled tariffs-

| ठहरने की अवधि/Period of Stay | | होटल का नाम Name of the Hotel | ठहरने की दैनिक दर Daily rate of Lodging charged | कुल संदत्त रकम Total Amount paid |
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10. जब यात्रा की विशिष्टियाँ, जिसके लिए सरकारी सेवक ने उस वर्ग से जिसका वह हकदार है, उच्चतर वर्ग की सुविधा का उपयोग किया
Particulars of journey (s) for which higher class of accommodation than the one to which the Government servant is entitled was used :-

| तिथि Date 1 | ठहरने की अवधि व स्थान/ Period of Stay & Places | | वाहन का प्रकार जिसका उपयोग किया गया है Mode of Convey- yance used 4 | वह वर्ग जिसका हकदार है Class to which entitled 5 | वह वर्ग जिसमें यात्रा की है Class to which travelled 6 | उस वर्ग का यात्रा जिसका हकदार है Fare of the en- titled class/र 7 |
|-------------------|---------------------------------------------------|---------------|---------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------------|-------------------------------------------------------------------------------|
| | से From 2 | तक To 3 | | | | |
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यदि उच्चतर वर्ग की स्थान सुविधा की गई यात्रा/यात्रायें समय प्राधिकारी के अनुमोदन से की गई हैं जो मंजूरी की सं. और तारीख उद्धृत करें।
If the journey (s) by higher class accommodation has been preformed with the approval of the competent authority. No and date of sanction may be quoted.

11. रेल से जुड़े स्थानों के बीच सड़क से की गई यात्रा/यात्राओं के ब्यौरे:-

Details of journey (s) performed by road between places connected by rail

| तिथि Date 1 | स्थानों के नाम/Name of Places | | संदय भाड़ा/Fare Paid ₹ 4 |
|----------------|-------------------------------|------------|--------------------------------|
| | से From 2 | तक To 3 | |
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12. लिए गए यात्रा भत्ता अग्रिम की रकम यदि कोई हो।

Amount of T.A. advance. If any drawn.

प्रमाणित किया जाता है कि उपरोक्त जानकारी मेरे सर्वोत्तम ज्ञान विश्वास के अनुसार सही है।

Certified that the information as given above, is true, the best of my knowledge and belief.

तारीख/Date

सरकारी सेवक के हस्ताक्षर/Signature of the Govt. Servant

भाग-ख (बिल अनुभाग में भरा जाना है) PART-B (To be filled in the Bill Section)

1. भत्ते मद्धे शुद्ध हकदारी The net entitelment on account of travelling allowance works out to

₹ बनी जिसके ब्यौरे नीचे दिए गए हैं as detailed below :-

(क) रेल/वायुयान/बस/स्टीमर यात्री भाड़ा Railway/air/bus/steamer fare ₹.....

(ख) Road mileage forKms. कि.मी. के लिए सड़क मील भत्ता @ ₹ प्रति कि. मी. की दर से P/Km.

(ग) दैनिक भत्ता/Daily allowance

(i) दिन/Days@ ₹ प्रति दिन की दर से/Per day

(ii) दिन/Days@ ₹ प्रति दिन की दर से/Per day

(iii) दिन/Days@ ₹ प्रति दिन की दर से/Per day

₹

(घ) वास्तविक व्यय/Actual expenses

₹

कुल राशि/Gross Amount

₹

(ङ) Less amount of T.A. advance. If any, drawn vide voucher No.

वाउचर सं. तारीख Dated

के अनुसार लिए गए यात्रा भत्ता सहित की रकम को यदि कोई हो तो घटा दें।

₹

निबल राशि/Net amount ₹

2 व्यय The expenditure is debitable to में विकलनीय है।

बिल लिपिक के आद्याक्षर
Initials of Bill Clerk

आदान और संवितरण अधिकारी के हस्ताक्षर
Signature of Drawing & Disbursing Officer

प्रतिहस्ताक्षरित Countersigned

नियंत्रक अधिकारी के हस्ताक्षर Signature of Controlling Officer



CERTIFICATE FOR TOUR T.A. BILLS

1. Certified that I/my family was neither allowed free transit by Rail under free pass or otherwise provided with means of communication at expense of the state or local round journey for the which T.A. has been claimed in this bill.
2. Certified that I/my family actually travelled by the class for the T.A. claimed in this bill.
3. Certified that number of kilometers shown in this bill is in accordance with the poly metenal tables of the establishment.
4. Certified that journey on was performed by Mail/Express train in the interest of public service.
5. Certified that I was actually not merely contrusively in camp on Sundays and holidays for which daily allowance is claimed.
6. Certified that I was not absent on casual leave during the period for which daily allowance has been claimed.
7. Certified that during my halt at from.....
to while on inspection duty continue to be in our expenditure after the first 10 days.
8. Certified that I did not perform the road journey for which the kilometer allowance has been claimed at the higher rates prescribed in Rule 46 of the supplementary Rule by taking a single sent in a taxi motor or mini bus or lorry plying for hire.
9. Certified that I incurred running expenses on a car in this journey.
10. Certified that the road journeys for which kilometer has been claimed at the higher prescribed in supplementary Rule 46 were performed in my own car.
11. Certified that the road journeys for which mileage is claimed were performed by road but were charged by rail. The number of kilometers actually travelled by road being
.....
12. Certified that the family members for whom T.A. has been claimed actually travelled with me or followed me on transfer.
13. Certified that actual expenses incurred as cost of transportation of personal was not less than the sum .claimed in the bill.
14. Certified that I have transported Kg.gms. of
luggage on my transfer from to

Counter signed

Signature of the claimant

(Signature & designation of the controlling officer)